

**GOVERNMENT OF INDIA
COMMUNICATIONS AND INFORMATION TECHNOLOGY
LOK SABHA**

UNSTARRED QUESTION NO:1173
ANSWERED ON:08.12.2004
NORMS PRESCRIBED TO PUBLISH STAMP COVER
Adsul Shri Anandrao Vithoba

Will the Minister of COMMUNICATIONS AND INFORMATION TECHNOLOGY be pleased to state:

- (a) whether there is any criteria/norms prescribed by the Government to publish a stamp cover (envelop);
- (b) if so, the details thereof;
- (c) whether violations of these norms have come to the notice of the Government;
- (d) if so, the details thereof; and
- (e) the action taken/proposed to be taken by the Government against those found guilty?

Answer

THE MINISTER OF STATE IN THE MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY (DR. SHAKEEL AHMAD)

- (a) Yes, Sir.
- (b) The guidelines for issue of a Special Cover are given in the Annexure.
- (c) No. Sir.
- (d) & (e): Do not arise in view of (c) above.

Annexure

Extracts from 'Handbook on Philately'

Guidelines for issue of Special Cover

Special Cover : An event which is not important enough to be commemorated by issue of commemorative/special stamp or for which a stamp cannot be accommodated in the annual issue programme may be commemorated by the department by issue of special covers which can be cancelled with a special cancellation at the post office selected for the purpose. Such covers can also be issued at the instance of private parties on payment of requisite charges. These covers should bear minimum postage stamps of any kind equivalent to the minimum inland letter mail rate. Heads of the Circles are the competent authority to sanction special covers commemorating any event/ institutions/ inaugural flight under their jurisdiction.

A. The proponent will provide the following details/material to the Head of Circle for consideration of the proposal:

- i) The proposed date of issue.
- ii) Proposed design for the special cover.
- iii) Proposed sale price of the cover.
- iv) Quantity of covers.
- v) Name (s) of the Post Office (s) or/and the venue from where such special covers are to be issued.

B. The Design of the special cover should be restricted to the left half of the cover and should not impinge upon the address portion of the cover. The legend on the cover should mention only the name of the event/occasion being commemorated in Hindi and English.

C. The size of the special cover should be one of the sizes prescribed by the Department for letter envelopes. Postal Guide Inland Services issued by Department of Posts can be referred to by the Circles in this regard.

D. The Design of the special cover should be of secular nature and should be devoid of any nuances which may cause embarrassment to Government.

E. The sale price of the special cover should not exceed Rs. 5/- excluding the cost of the postage stamp to be affixed on the cover. The denomination of the postage stamp should be equivalent to the minimum inland letter mail rate, except in the case of first flight covers when the denomination should be equivalent to the minimum foreign letter mail.

F. The special covers will be printed by the proponent strictly as per the design approved by the

- Head of Circle. The proponent will hand over all such covers printed to the office of CPMG/PMG.
- G. The Circle office will hand over all the covers to the concerned post office for sale at the venue of release. All the sale proceeds of these special covers at the rate approved by Head of Circle will be given to the proponent by the Circle office alongwith the balance of unsold special covers.
- H. The proponent will supply to the Circle Office at his own cost 10 special covers duly cancelled within 10 days from the date of issue, for record purpose. The Circle Office will forward 5 of these covers to Director (Philately) for keeping them in the National Philatelic Museum. In addition, the proponent will, if necessary, arrange distribution of special covers to the VIPs attending the release function as well as used in the presentation Albums at their own cost, as the Department does not organize such functions.
- I. Directorate will continue to approve all such proposals for special cover which have a bearing on the diplomatic relations of India with other countries.
- J. Every case approved by Head of Circle would be intimated to the Directorate so that action may be taken to publicise the event for the benefit of philatelists all over the country through Newsletter/Website.
- K. The special cover may preferably be printed by offset process using maplitho paper of 176 GSM.
- L. The proponents will deposit 200 blank covers with the Philatelic Bureau which issues the special cancellation. These will be put up for sale for a period of one month from the date of release, at the price fixed by the Department and the amount realized from sale of such covers will be deposited to government account.
- M. The unsold covers would be returned to the proponent after the expiry of one month from the date of cancellation. The Bureau will circulate information regarding the availability of the cover to all the Philatelic Bureaux in advance, preferably two weeks before the date of release.

Charges for Special Cancellation : Once the proposal is approved, the proponent will be required to pay the Department the following fees:

- i) Special cancellation/cover to be provided on working days - Rs. 1500/- per day per post offices. Rs. 3000/- per day if it is to be provided at the premises of the proponent.
- ii) Special cancellation/cover to be provided on Sundays and postal holidays - Rs. 3000/- per day per post offices and Rs. 6000/- per day if it is to be provided at the premises of the proponent. The cancellation/cover will be provided during the normal working hours of the post offices. However, the Head of the Circle may offer 50% concession on the rates for a special cancellation during District, State as well as Circle and National level philatelic exhibition if it is not organized by the Department.